

**GOVERNMENT OF ANGUILLA
PUBLIC PROCUREMENT
APPLICATION FOR REGISTRATION AS AN APPROVED SUPPLIER**

Please complete this form in BLOCK CAPITALS and
submit to the Procurement Unit at the Ministry of Finance with proof of payment and copies of relevant documents.

Type of Registration:	Level 1
Company Name:	
Company Type:	Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/>
Certificate of Incorporation (if applicable):	
Date of Registration (if applicable):	
Names & Titles of ALL Owner(s) /Director(s):	
Number of Years in Business (minimum - three years):	
Goods/Services/ Works Offered:	
# of Employees (F/T)	
Business Licence Expiry Date:	
Tax Compliance Certificate Expiry Date:	
Company Address: (physical address)	
Company Address: (mailing address)	
Home Address of Owner/Managing Director:	
Telephone Number:	
Fax Number:	
Name and Address of Main Bank:	
Website (if applicable):	
Email Address:	
Contact Person(s) - Name, title, telephone, email:	

Relevant registration certificates, licences, tax certificates, bank letters and references should be included with your application.

Evaluation of Applications: Each application will be evaluated by a GoA Evaluation Team on the basis of compliance with the eligibility, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor. Successful vendors will be notified of the completion of their registration by e-mail addressed from the Procurement Unit.

Annual Registration Fee: XCD\$150.00

GoA will attempt to include all registered vendors in each Request for Quotations for all goods, works and/or services valued at under XCD\$54,000 for which their company has been approved as a Supplier. Registered vendors may also be eligible for Emergency and/or Direct Solicitation contracts. Where the list is too large to include all persons in a bidding opportunity, selection from the list may be made in accordance with specified criteria, or by rotation, or by a combination of both. Note that Registration does not guarantee selection for award of contract. Particular regard will be paid to the need for equal treatment and reasonable distribution of opportunities.

GoA will attempt to issue, to all registered vendors, electronic copies of Procurement Notices for procurement opportunities for goods, works and/or services valued at over XCD\$54,000 for which their company has been approved as a Supplier. A registered vendor may also be eligible for Emergency and/or Sole Source contracts for goods/works/services for which the company have been approved as a Supplier. Where the available supplier list for such an emergency or sole source opportunity is too large to include all persons in a bidding opportunity, selection from the list may be made in accordance with specified criteria, or by rotation, or by a combination of both. Note that Registration does not guarantee selection for award of contract. Particular regard will be paid, however, to the need for equal treatment and reasonable distribution of bidding opportunities.

Persons who do not have a valid tax clearance certificate may apply for Registration with the inclusion of a signed letter to the Accountant General advising that the licences/fines/fee payable (please ensure the amount payable is specified) should be deducted from GoA's first payment towards any contract awarded. If the contract is to be paid in multiple installments the sum(s) payable (if still outstanding) MUST be deducted from the initial installment.